

**ATTACHMENT A**  
**HOPWA SERVICES SCOPE OF WORK**  
FY 2003-2004, 2004-2005, 2005-2006

SERVICE CATEGORY: Housing Case Management

AGENCY: Foothill AIDS Project

Measurable Objective	Implementation Activities	Timeline	Progress Report
1. 40 unduplicated FAP clients will receive increased access to available housing options	<p>1.1. Housing Case Managers (HCM) will determine and document FAP's client eligibility in agency's client file.</p> <ul style="list-style-type: none"> <li>Obtain verification of HIV status, low-income status, stability (including at least 6 months at current residence), photo ID, signed consent to release information, and number of dependents as required by HOPWA and San Bernardino Housing Authority regulations.</li> </ul> <p>1.2. HCM will assist FAP clients to locate potential suitable housing using community rental agency resources.</p>	<p>7/1/03-6/30/06</p> <p>on-going</p>	<p>Summarized in monthly reports</p> <p>Client files</p>
2. 40 unduplicated FAP's clients will have increased awareness of available housing resources and housing options.	<p>2.1. FAP's Case Managers will refer clients in need of assistance with housing expenses to the HCM.</p> <p>2.2. HCM will determine and document client eligibility in agency's client file.</p> <ul style="list-style-type: none"> <li>Obtain verification of HIV status, income, photo ID, signed consent to release information, and number of dependents.</li> </ul> <p>2.3. HCM will arrange for utility assistance for eligible FAP clients.</p> <ol style="list-style-type: none"> <li>Determine and document client's eligibility in agency's client file.</li> <li>Obtain verification of HIV status, income, photo ID, signed consent to release information, and number of dependents.</li> </ol>	<p>7/1/03-6/30/06</p> <p>on-going</p>	<p>Client files</p>
3. Increased capacity of housing program to meet the housing needs of 40 unduplicated FAP's clients and their families.	<p>3.1. Case Managers will refer clients at risk for homelessness to the HCM for assistance with emergency housing. 70% of the clients at risk for homelessness will find, obtain and maintain safe, decent and affordable housing.</p> <ol style="list-style-type: none"> <li>Determine and document client's eligibility in agency's client file.</li> <li>Obtain verification of HIV status, income, photo ID, signed consent to release information, and number of dependents.</li> <li>Using vouchers, refer clients to local hotel/motels, transitional housing, shelters, and sober living facilities.</li> </ol>	<p>7/1/03-6/30/06</p> <p>on-going</p>	<p>Client files</p>
4. 40 unduplicated FAP's clients will have increased access to housing, medical services, various housing support services (e.g. budgeting classes, accessing government benefits, etc.) community services and employment.	<p>4.1. 70% of the clients will receive linkages to stabilizing supportive services once the client has obtained housing and follow-up services to ensure linkages to appropriate housing and services are in place</p>	<p>7/1/03-6/30/06</p> <p>on-going</p>	<p>Client files</p>

**ATTACHMENT A**  
**HOPWA SERVICES SCOPE OF WORK**  
**FY 2003-2004, 2004-2005, 2006-2007**

SERVICE CATEGORY: Housing Coordinator

AGENCY: Foothill AIDS Project

Measurable Objective	Implementation Activities	Timeline	Progress Report
1. For 2003-2004, 95% of Housing Coordinator's time and 2004-2006, 100% of Foothill AIDS Project's Housing Coordinator's time will be spent coordinating HIV/AIDS housing services in SBCo.	1.1.0. Housing Coordinator will meet with housing staff at other HIV/AIDS service agencies in SBCo to develop housing needs assessment, goals and objectives	7/1/03-6/30/06	Monthly report to Grantor
	1.2. Housing Coordinator will develop standardized eligibility, referral, and reporting, forms, and reporting process for all HIV/AIDS service agencies.	on-going	Documentation will be kept in agency file. Progress to be included in monthly report to grantor.
	1.3. Housing Coordinator will conduct random audits of client files to verify that documentation of client eligibility for services is available.		
	1.4. Housing Coordinator will establish professional business relationship with motel owners/managers, and property landlords in SBCo to identify low-cost units suitable for subsidized housing program.	As scheduled	Findings summarized in special report to grantor.
	1.5. Housing Coordinator will develop and make available to other HIV/AIDS service agencies, a computer based housing resource directory.	7/1/03-6/30/06	Housing Directory Email and mail distribution of Housing Directory.
	1.6. Housing Coordinator will coordinate and provide regularly scheduled training to agency housing staff about changes in HOPWA regulations, client needs, reporting requirements, program changes and other needs as they are identified.		Agency file will contain documentation of attendance, subject, and post-tests.
	1.7. Housing Coordinator will organize the Annual Housing Conference to train, update attendees about housing issues, regulations, and standards of care.	Once a year	Agenda, attendees' provider info, and conference evaluations will be kept on file.

**ATTACHMENT A**  
**HOPWA SERVICES SCOPE OF WORK**  
**FY 2003-2004, 2004-2005, 2005-2006**

SERVICE CATEGORY: Centralized Fund Administration

AGENCY: Foothill AIDS Project

Measurable Objective	Implementation Activities	Timeline	Progress Report
<p>1. Foothill AIDS Project (FAP) will provide .75 FTE centralized voucher disbursement and fund administration services to those HIV/AIDS in SBCo.</p> <p>2. FAP will make available HOPWA funding service data to authorized SBCo personnel.</p> <p>3. Foothill AIDS Project will provide tenant-based housing services to 50 eligible low-income residents/families, living with HIV/AIDS in San Bernardino County each contract year.</p> <p>4. Foothill AIDS Project will provide 194 weeks of short term housing assistance to 45 low-income SBCo residents living with HIV/AIDS each contract year.</p> <p>5. Foothill AIDS Project will provide 127 weeks of utility assistance to 44 low-income SBCo residents with HIV/AIDS each contract year.</p> <p>6. Foothill AIDS Project will provide 57 days of motels/transitional services to 17 low-income SBCo residents with HIV/AIDS each contract year.</p>	<p>1.1 Housing Voucher Coordinator (HVC) will review and approve Short-Term Assistance Program (STAP) applications and disburse funds for approved services within five to seven business days.</p> <p>1.2 FAP will notify HIV/AIDS service providers of funds disbursed and services provided.</p> <p>1.3 Housing Authority will pay approved rental amount to property's landlord/owner at the beginning of each month.</p> <p>2.1 HVC will use Information Management of AIDS Cases and Services (IMACS) to keep computerized logs at the level of detail required by the program.</p> <p>2.2 FAP will continue to use IMACS to generate ad-hoc and grant reports by authorized personnel.</p> <p>2.3 FAP will continue to maintain interest-bearing voucher fund bank account. Authorized SBCo personnel will have access to fund information at its discretion.</p>	<p>7/1/03-6/30/06</p> <p>on-going</p>	<p>Bank Statements will be maintained for review. Notification Documents are kept on file.</p> <p>Client files</p> <p>Monthly and annual reports for expenditures and services.</p> <p>On-going access available</p> <p>Back up tapes maintained by agency.</p> <p>Summarized in monthly reports</p> <p>Client files</p>